

NUSA

Networking with the United States of America

NUSA Certification/Re-Certification

Since its inception, the Networking with the United States of America program (NUSA), has provided important and valuable benefits to the membership. More importantly, the NUSA program gives indispensable assurances to US exporters and investors, as well as US government agencies. The NUSA program has become an essential element in our relationship with the Nigerian private sector and we look forward to a continuous relationship with your company for a closer US/Nigeria business relationship.

Under the current reorganization of the NUSA program, we will list Nigerian companies in our database for eighteen months, after which they will be required to apply for the re-certification of their registration. Re-certification of Nigerian companies listed in our database is very important for the following reasons:

- Some of the companies listed in the database might have diversified their business.
- The ownership or management of the companies might have changed within the last eighteen months.
- We need to assure US companies and government agencies that we have up to date knowledge on the Nigerian companies that we refer to them.

NUSA member benefits:

- Access to trade leads from US companies.
- Visa Referrals for Senior Executive, and other employees that the Commercial Service, Lagos judges to be eligible.
- Introduction to US-based staff/officials at the US export assistance centers.
- Subscription to Commercial News/USA, the official magazine of the Commercial Service that has hundreds of offerings from US companies.
- Counseling service from our staff.
- Access to participate in trade delegations (IBP), US trade fair and other trade promotions organized by the US Commercial Service.
- Validation as member in good standing (Certification/Registration Certificate).
- Limited free access to US Commercial Service sponsored events in Nigeria.
- Access to online promotion through the US Commercial Service website.
- Assistance in locating American suppliers of products and services.
- Notification of conferences, seminars, and trade exhibitions organized by the Commercial Service in Nigeria – in the US and locally.

NUSA RE-CERTIFICATION FORM

- Assignment of a member of the Commercial Service staff as primary contact.
- Listing in the Worldwide Foreign Traders Index of the United States Department of Commerce.

Companies renewing their membership will receive a 10 percent discount, if they renew within 30 days of their expiration date. As we launch this reorganization of the NUSA program, companies will have until the end of October to receive a 10 percent discount. After the end of November 2004, any company in our database that has not registered with us within the last 18 months will no longer be eligible for the benefits listed above.

Types of revalidation (Re-certification):

- Basic
- Enhanced
- Basic Registration:
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The basic registration requires contact information, description of business, financial statement and copies of incorporation records. Next, an onsite certification of the information provided by the company will be done, by a staff member of the US Commercial Service or one of the contractors. Interested companies are required to fill a basic registration form and to submit it to the US Commercial Service, Lagos together with a non refundable sum of **200 US Dollars or a Naira Bank Draft of 27,000 Naira made payable in Lagos to the "US Consulate General."** And please ensure that the issuing bank has either its headquarters or a branch in Lagos. Companies renewing their membership will receive a 10 percent discount (180 US Dollars or 24, 300 Naira), if they renew within 30 days of their expiration date.

Certification of your company will take approximately two weeks. Once the background check is completed, we will notify the applicant of the findings in writing. We will also update our databases to reflect the findings. This revalidation status will be valid for eighteen months.

Enhanced Registration:

The enhanced registration provides all of the above, plus an in-depth credit report, detailed business activity information, trade/bank references, and audited financials. The resulting credit report will assist firms seeking trade/project financing or strategic alliances with U.S. companies.

A US Commercial Service Staff or one of our contractors will verify the following information, which are required by EXIM Bank for trade financing considerations,

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and recommended by the U.S. Commercial Service for strategic alliance considerations:

- **Detailed credit analysis including business performance, transactional reliability, management capability, business integrity, business scale, assets utilization, etc.**
- One bank reference including account information, contact information, and credit relationship analysis.
- Two trade references including contact information, credit transaction description(s), and payment history.
- Three years of audited financial statements.
- Other records which might be required for transnational business transactions.
- Copies of certificates of incorporation.

Interested companies are required to fill an Enhanced Registration form and to submit it to the US Commercial Service, Lagos together with a non refundable sum of **500 US Dollars or a Naira Bank Draft of 66,000 Naira made payable in Lagos to the “US Consulate General.”** In addition, please ensure that the issuing bank has either its headquarters or a branch in Lagos. Companies renewing their membership will receive a 10 percent discount (450 US Dollars or 59, 400 Naira), if they renew within 30 days of their expiration date.

Certification of your company will take approximately two weeks. Once the background check is completed, we will notify the applicant of the findings in writing. We will also update our databases to reflect the findings. **This revalidation status will be valid for eighteen months.**

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| General Information |
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Completed application form(s) along with payments and attached documents should be submitted at the US Commercial Department, 2 Walter Carrington Crescent, Victoria Island on Mondays and Thursdays by 10:00AM.

If you have any questions regarding the NUSA re-validation exercise, please contact Joseph Umoetteh or Ibrahim Ibrahim at 01-2610241 ext. 345/502.

NUSA RE-CERTIFICATION FORM

NUSA Re-certification Form

Complete and Return to the
U.S. Commercial Service
UNITED STATES CONSULATE GENERAL, LAGOS
P.O. Box 554, MARINA
2, WALTER CARRINGTON CRESCENT, VICTORIA ISLAND
LAGOS, NIGERIA
TEL: 2610241, Fax: 2619856
EMAIL: LAGOS.OFFICE.BOX@MAIL.DOC.GOV

TYPE OF REGISTRATION: (PLEASE Tick) BASIC

ENHANCED

NAME OF ORGANIZATION:

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STREET ADDRESS:

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PRIMARY CONTACT

Name Prefix:.....

First Name:.....

Last Name:.....

Title:.....

Phone:.....

Fax:.....

Email:.....

Fax:.....

Email:.....

**Industries (within which you
currently operate – indicate with a
tick):**

- ☐ Agriculture
- ☐ Apparel/Fashion
- ☐ Architecture/Construction
- ☐ Automotive
- ☐ Aviation
- ☐ Computers
- ☐ Communications
- ☐ Cosmetics
- ☐ Drugs/Pharmaceuticals
- ☐ Energy/Power Generation
- ☐ Environmental
- ☐ Food - Processed
- ☐ Financial Services
- ☐ Medical Equipment
- ☐ Mining/Minerals
- ☐ Oil & Gas
- ☐ Printing/Graphics
- ☐ Transport
- ☐ Other - please specify

OTHER INFORMATION:

Business type (indicate with a tick):

- ☐ Agent/Distributor
- ☐ Consultant
- ☐ Contractor
- ☐ Importer/Exporter

Please attach
Photograph of
Contact person

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- ☐ Manufacturer
- ☐ Service Provider
- ☐ Retailer
- ☐ Wholesaler
- ☐ Other - please specify.....

PRODUCT DESCRIPTION (indicate the exact product(s) you intend to import from the US)

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Of Employees:.....

Annual
Turnover:.....

Year Established:.....

REFERENCES:

Bank References:

1.....
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Account #:.....

2.....
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Account #:.....

3.....
.....
.....

Account
#:.....

Trade References (Chamber of Commerce; Business Contacts, etc.):

1.....

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2.....

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3.....

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REQUIRED ATTACHMENTS:

- Company Annual/Financial Report
- Copy of Certificate of Incorporation
- Copy of form CO7
- Passport Photograph of Primary Contact.
- **Endeavor to update your contact information with us as and when necessary.**
- **Kindly ensure that your draft is payable to a branch of your bank in Lagos.**
- **You may submit for collection your completed form at the front entrance of the Consulate on Mondays & Wednesdays at 10.AM.**

the attached information sheet and include the appropriate payment. Remember to indicate whether you are applying for Basic or Enhanced registration. (See top of page one).